

3 JUL 1972

MEMORANDUM FOR: Heads of Career Services

SUBJECT : Review of Personal Rank Assignments

1. I am writing to ask your cooperation and assistance in improving our position with regard to Personal Rank Assignments (PRA) through a strengthening of the PRA review and reporting system.

2. The PRA mechanism was established to provide a degree of operating flexibility that would enable Career Services to utilize and develop their people in ways and under conditions that otherwise might not be possible. In addition, if promotions are based on competitive evaluations it is inevitable that some individuals will be promoted into a PRA situation. I believe the concept has proven to be useful but there are problems which we must recognize and resolve.

3. Over five percent of our total work force is currently assigned on a PRA basis, representing a substantial investment of both manpower and funds. Of much greater significance, however, is the length of time an employee remains in a PRA status. The circumstances of such assignments are normally of a short-range nature and generally should be resolved within a two-year period; however, more than 100 employees now serving on PRA's have been in this status for more than three years.

4. The record suggests that there should be a greater effort to reduce the duration of individual PRA's with particular emphasis on those assignments exceeding three years. It is requested, therefore, that each Career Service conduct an annual review of its PRA's, as provided in HR [REDACTED] and that the results be reported to the Office of Personnel by 1 February 1973. This advance notice is intended to provide sufficient time to analyze individual problems and to develop plans and courses of action for their resolution.

/s/Harry B. Fisher

Harry B. Fisher  
Director of Personnel

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# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

## Review of Personal Rank Assignments

FROM: Director of Personnel  
5E56  
Hqs.

EXTENSION

NO.

6825

DATE

3 JUL 1972

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Executive Director -  
Comptroller 7E12 Hqs.

7/11

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Attached for your information is a memorandum which I am sending through you to the Heads of each Career Service in the Office of the Director. I hope that as a result of this annual review we will be able to sharpen up our posture with regard to Personal Rank Assignments.

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Harry B. Fisher  
Director of Personnel

This sent to all Career Services and each Deputy.

cy furnished report for report to EXDIE.

STATINTL

TRANSMISSION SLIP		DATE
		12 JUL 1972
TO: <i>DD/Pers/Pre/Plann.</i>		
ROOM NO.	BUILDING <i>W/11</i>	
REMARKS:		
<p><i>Another indication of ExDir's thinking re PMMP.</i></p> <hr/> <p><i>Client -</i></p> <p style="text-align: right;">3 JUL 1972 STATINTL</p>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-3  
WHICH MAY BE USED

(47)